

YOUTH SERVICES POLICY

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| Title: Asset Management Next Annual Review Date: 09/05/2013 | Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.1 |
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| References: La. R.S. 24:523, La. R.S. 39:321 through 39:332 "Division of Administration Property Control;" Division of Administration's State Property Control Regulations, Title 34, Chapters 1 through 9; ACA Standards 2-CO-1B-08 (Administration of Correctional Agencies); and 4-JCF-6B-09 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy C.1.3 "Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties" | |
| STATUS: Approved | |
| Approved By: Mary L. Livers, Deputy Secretary | Date of Approval: 09/05/2012 |

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the agency's accounting and asset management control.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Regional Directors, Facility Directors, Regional Managers, and all employees responsible for the proper accounting and control of state property.

IV. DEFINITIONS:

Asset Management System (AMS) – an automated program used for state property control.

Central Office (CO) Property Control Manager (PCM) – the Administrative Program Specialist over property control for YS.

Co-managers – employees who are assigned to assist with annual inventories of property, which includes the completion of any necessary paperwork/forms to assist the PCMs.

Louisiana Property Assistance Agency (LPAA) - property and fleet management for the control and disposition of all state moveable property and fleet management for the State of Louisiana.

Property Control Managers (PCMs) – employees who are designated by Facility Directors to handle and/or coordinate property control at the facilities.

Property Liaisons (PLs) – employees who are designated by Regional Managers to handle and/or coordinate property control at the regional offices.

Training Records Entry Completed (TREC)- the database used to track training hours of all YS employees.

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

Unusual Occurrence Report (UOR) - a form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day an incident is observed or comes to the employee's attention in any way. If a UOR form is not available, the employee may use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that all units shall follow established laws, policies and procedures to allow for the proper accounting and control of property, supplies and assets of YS.

Each unit shall comply with the provisions of La.R.S. 39:321 through 39:332 to ensure proper accounting and control of all state properties. The Division of Administration's (DOA) State Property Control Regulations are the official promulgation of policies, procedures and regulations for accounting of movable property for all state agencies. Therefore, all reporting requirements outlined in the DOA State Property Control Regulations, Title 34, Chapters 1 through 9 shall be adhered to.

No property of any unit shall be sold, transferred or assigned to any other agency without prior approval of the Central Office (CO) Property Control Manager (PCM) and without LPAA approval through the online Asset Management System.

All acquisitions of qualified items must be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration. All pertinent inventory information must be forwarded to the Louisiana Property Assistance Agency (LPAA) director/designee within 60 calendar days after receipt of these items. In instances when equipment must be installed and/or tested before acceptance by the agency, the calendar days shall begin upon official acceptance by the agency.

The CO PCM is responsible for the overall supervision of property inventory and control throughout YS, and shall make necessary visits and inspections to assure full compliance with state laws and regulations.

VI. PROCEDURES

- A. Each Unit Head shall designate a Property Control Manager (PCM)/Property Liaison (PL), who shall be responsible for the inventory and tracking of all state property assigned to the facility or office. They shall also be responsible for reporting to the CO PCM any changes in the status of property located at the unit.
- B. All property assigned shall be accounted for at all times. This accountability includes the movement, disposal and the yearly certification of property.
- C. All movable property which has an acquisition cost of \$1,000 or more, vests and guns regardless of the cost, shall be tagged by the unit's PCM/PL upon acquisition. In addition, all property acquisitions shall be reported to LPAA through AMS within 45 days of receipt.
- D. Any movement of property within YS and/or any change of physical location of property within the same unit shall be done by using the "State Property Transfer/Disposal" form. No property shall be moved and/or transferred until the requestor receives a copy of the approved form from the unit's PCM/PL.

NOTE: This form is included in the YS Property/Fleet Training Manual.

- E. All property sent out for repairs shall be accompanied by a transmittal listing the property description, tag number and location to which it is being sent. The "Authority to Release Equipment for Repairs" form shall be used for this purpose. The receiving party must sign acceptance of the property. The completed property transmittal form shall be maintained until the property is returned.

NOTE: This form is included in the YS Property/Fleet Training Manual.

- F. Prior to disposal of property and/or dismantling of property for parts to be used on other property, a "State Property Transfer Disposal" form shall be completed. The completed form shall be sent to the Unit Head for approval. The approved form shall be sent to the CO PCM for approval and return to the PL. The PCM/PL shall contact the LPAA for final approval. Following approval by LPAA, the unit's PCM/PL shall make appropriate arrangements for disposal and/or dismantling.
- G. Donations of movable property must be given a fair market value as agreed upon between the donor and appropriate Unit Head, and recorded in the inventory and tagged if the fair market value is \$1,000 or more.
- H. All units shall make a complete annual inventory of its property as required by State Property Control Regulations. PLs/Co-managers shall assist the PCMs in conducting annual physical inventories. Written statements shall be provided when requested, as to the nature and circumstances surrounding any discrepancies.
- I. The Undersecretary, Deputy Undersecretary, Regional Directors, and LPAA shall be notified by the unit's PCM at least 30 days prior to the scheduled date of the annual inventory.
- J. Upon completion of the annual inventory a report is submitted by the LPAA auditor. The unit's PCM shall make a report to the Undersecretary, Deputy Undersecretary, and Regional Director simultaneously.
- K. In accordance with YS Policy C.1.3, whenever a PCM has knowledge or reason to believe that any property of the unit has been lost, stolen, destroyed or is otherwise unaccounted for, the unit's PCM/PL shall immediately complete a UOR and forward it to the Unit Head and the CO PCM. The incident shall be investigated by Investigative Services (IS), and

a local law enforcement agency notified as deemed appropriate. Any property with a purchase of \$250 or greater shall be reported to local law enforcement. A final report shall be submitted to the Deputy Secretary, Undersecretary, Chief of Operations, Regional Directors, CO PCM, and the DOA.

The Deputy Secretary shall give written notice to the Legislative Auditor and the District Attorney of the parish in which a property offense was committed against the state as required by LA. R.S. 24:523. (Refer to YS Policy C.1.3 for additional information.)

- L. Supplies shall be inventoried as required by Unit Manual procedures. A completed copy of the monthly and annual inventory reports shall be submitted to the Undersecretary no later than 15 days following the end of the month or fiscal year respectively.
- M. Each secure care facility's PCM shall make an annual inventory of staff housing in which state-owned property is contained and at such times as the houses are vacated.
- N. The PCMs/PLs shall report property acquisitions in AMS to the DOA, LPAA within 45 days of receipt.

VII. STAFF DEVELOPMENT:

- A. All staff assigned as a PCM/PL shall be trained in the DOA State Property Control Regulations and the contents of this policy prior to being designated by Unit Heads.
- B. Training shall be documented on an attendance training roster and entered in TREC.